

3/13/00

SUBJ: AIRCRAFT CERTIFICATION SYSTEMS EVALUATION PROGRAM (ACSEP)

1. **PURPOSE.** This change is issued to revise the requirement, as stated on page 30, paragraph 44 a (1)(b) and (c), concerning the use of cross-directorate personnel as Team Members for nationally led ACSEP evaluations. The revision bar located in the left-hand margin identifies the change.
2. **DISTRIBUTION.** This order is distributed to Washington headquarters branch levels of the Aircraft Certification Service; to the branch level in the regional Aircraft Certification divisions; to all Aircraft Certification Service Offices; to the Suspected Unapproved Parts Program Office; to the Aircraft Certification Branch at the FAA Academy; to the Regulatory Support Division in the Flight Standards Service; and to the Brussels Aircraft Certification Division.
3. **DISPOSITION OF TRANSMITTAL.** After filing the attached pages, this change transmittal should be retained.

PAGE CONTROL CHART

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30	9/30/99	30	3/13/00



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Initiated By: AIR-200

(a) **PAH Facility.** Do not select the responsible certificate management PI. Do not select the AE if the AE is the engineer assigned design responsibility for the facility to be evaluated.

(b) **Satellite MMF.** Do not select the responsible certificate management or surveillance PI.

(c) **Delegated Facility.** Do not select the AE if the AE is the engineer assigned oversight responsibility for the delegated facility.

(2) Three- or Four-Person Evaluation.

(a) **PAH Facility.** Select as a team member either the responsible certificate management PI or the AE, if the AE is the engineer assigned design responsibility for the facility to be evaluated. If the AE is not assigned design responsibility, both the AE and the responsible certificate management PI may be selected as team members.

(b) **Satellite MMF.** Select as a team member either the responsible certificate management or surveillance PI, but not both.

(c) **Delegated Facility.** Select the AE as a team member, when practicable.

(3) Five-Person or Greater Evaluation:

(a) **PAH Facility.** Select as a team member either the responsible certificate management PI or AE, or both.

(b) **Satellite MMF.** Select as a team member either the responsible certificate management or surveillance PI, or both.

(c) **Delegated Facility.** Select the AE as a team member, when practicable.

NOTE: For a facility where surveillance has been requested, the manager of the MIDO to which the surveillance request was made (hereafter referred to as the surveillant MIDO) and the requesting MIDO manager should agree on whether the surveillant PI or the requesting office PI will be selected.

d. Selection of Evaluators-in-Training and Team Leaders-in-Training.

(1) **Determine the number of appointed evaluators required** for the ACSEP evaluation prior to assigning evaluators-in-training. Assign evaluators-in-training only to evaluations where a team is required. Do not assign evaluators-in-training to a principal evaluator. Evaluators-in-training will supplement appointed evaluators. Do not substitute evaluators-in-training for appointed ACSEP evaluators, nor evaluation team leaders-in-training for appointed ACSEP evaluation team leaders.

(2) **Do not assign** more than two evaluators-in-training or more than one team leader-in-training to any one evaluation. Try to assign each evaluator-in-training or team leader-in-training to different team leaders during the participation phase of the training.

(3) **In cases** where evaluators-in-training or team leaders-in-training from other directorates or AIR-100/200 are proposed to be used in an evaluation, coordinate with the appointing managers to establish their eligibility.

e. **Additional Resource Requirements.** Additional evaluators beyond the directorate's available resources may be required depending on the size of the facility, type and complexity of product, service, or design approval system, and overall evaluation objectives. Each directorate should present these additional resource requirements during the Joint Scheduling Committee meeting as indicated in paragraph 44 below. For resource requirements identified after the Joint Scheduling Committee meeting, the directorate should request additional support from other areas of the Aircraft Certification Service. If these sources of support are not available, the directorate may obtain outside support services to augment directorate resources. Criteria for obtaining support service personnel is included in paragraph 44a(2).

44. AIRCRAFT CERTIFICATION SERVICE JOINT SCHEDULING COMMITTEE. A Joint Scheduling Committee composed of the ACSEP headquarters project manager and an ACO and MIO manager from each directorate will be established. When a directorate has appointed an ACSEP project coordinator, the directorate may assign that coordinator to the committee in place of an ACO and MIO manager. However, the ACSEP coordinator must have the authority to commit resources and adjust schedules as necessary. The ACSEP headquarters project manager is the chairperson of the committee. The committee will coordinate the directorates' annual evaluation schedules into an ACSEP master schedule, coordinate additional resources required, and identify the general team compositions to support evaluations which will be led by AIR-200.

a. **After the updated annual evaluation schedule is prepared** by each of the directorates, the ACSEP headquarters project manager will convene a meeting or telephone conference of the Joint Scheduling Committee. The committee will accomplish the following tasks:

(1) **The committee will identify general team compositions** for evaluations to be led by AIR-200 as follows:

(a) Team leader from AIR-200.

(b) Team members from the directorate responsible for the facility to be evaluated will be utilized, to the extent practicable, based on the number of evaluators previously identified on the directorate's evaluation schedule.

(c) When needed, the balance of the team members will be requested from other areas of the Aircraft Certification Service based on the ACSEP master schedule.